

## EMTrack

# Creating an Incident and Searching for Patients

### Creating an Incident

- Select the Incidents tab
- Select “Create Incident”
- Select the Incident type > Select “Create”
  - Ex – MCI, Evacuation, Special event
- Enter Incident name, description, Contact name (Minimum information)
- Under the “Settings” area
  - Select the Application – Exercise, Actual, Test
  - Enter Start date and time
  - Select if event will end manually or automatically (set date/time)
- Add the Incident Site name and address (if known)
  - Be sure to click “OK” after adding the Incident Site
- Select Participants
  - It is suggested to always select “Make this incident available for all providers..” as this will allow you to choose other facilities or mobile providers (other than those being used in the incident) should the need arise.
  - If “Select those you would like to utilize this incident” is chosen, you will be limited to only those facilities and mobile providers selected even if the event escalates and more facilities or mobile providers are needed.
- Select “Save” in the lower right corner.

## Searching for Patients – Two ways to search for patients.

**The key to patient searching is to keep the search as simple as possible. The search results are dependent on how much patient information is in the system.**

### Quick Search – Upper right corner of the application

- Type or scan the patient number or name into the Search box in the upper right corner of the EMTrack application. Select “search” to find them.
  - The name will only work if it has been entered into the system prior to the search

### Advanced Search

- Select the “Locator” tab at the top center of the application.
  - If you select “Reports > Individual Patient Detail Report”, it will take you to the “Locator tab > Advanced Search” area as well.

### Options in the Advanced Search area

- Best option - Enter the ID/patient number if you know it > Click “Search” in lower left corner
- Enter only an age and sex of patient > Click “Search” in lower left corner
- Enter a First and/or Last name > Click “Search” in lower left corner
- Any combination of the above listed suggestions and/or any other information in the Advanced Search field.

**\*\*Remember to keep the search criteria as simple as possible using the minimum about of fields to perform a search\*\***